

LODDON CAMPASPE



# MULTICULTURAL SERVICES

## POSITION DESCRIPTION

<b>Position:</b>	<b>Community Development Coordinator</b>
<b>Tenure:</b>	Permanent part-time
<b>Hours:</b>	22.5 hrs per week with the possibility of an extra day (up to 30 hrs)
<b>Salary:</b>	In accordance with SCHCDs Award Level 4 plus salary packaging options
<b>Reports to:</b>	Manager, Community Programs

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Loddon Campaspe Multicultural Services (Multicultural Services) is a leading independent organisation that helps people from migrant and refugee backgrounds build positive lives in regional Victoria. Multicultural Services is a membership-based organisation and the peak body for refugee and migrant groups in Central Victoria. By focusing on people's strengths we are able to develop stronger communities, support other service providers and influence decision makers at local, state and national levels.

Multicultural Services' work sits within 2 program areas:

### Community Programs

- Employment Program
- English Program
- Settlement, Engagement and Transition Support (SETS) Program
- Capacity building with multicultural communities

### Arts and events

- Zinda Festival
- Art-based projects
- Community cultural events
- Events and activities to support social cohesion

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## POSITION SUMMARY

This position will coordinate and implement our Capacity Building Program. Our Capacity Building Program is funded by the Department of Premier and Cabinet, Victorian State Government, as part of a partnership between Multicultural Services, City of Greater Bendigo and Bendigo Community Health Services. The position will work closely with our

partner organisations and other key stakeholders. It will coordinate and implement a range of projects that build the knowledge and skills of multicultural communities to fully participate and contribute to everyday life in Victoria.

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## **RESPONSIBILITIES**

### **Community development duties:**

- Coordinate and implement three ongoing projects: Feast of Stories Community Dinners, gardening project and social sports program
- Support the planning and implementation of community-driven responses
- Facilitate information sessions and group work sessions based on community need
- Undertake community consultations to identify issues and needs
- Provide support, mentoring and advocacy to migrant and refugee community organisations and groups
- Write reports, policy and advocacy documents as required
- Build and maintain good working relationships with stakeholders to support work
- Undertake administrative requirements

### **Organisational duties:**

- Supervise volunteers and students
  - Participate in training as agreed between supervisor and employee
  - Work from a culturally sensitive, community development framework
  - Develop and sustain professional networks
  - Participate in monthly supervision
  - Participate in organisational meetings and activities
  - Work collaboratively across the organisation to meet community need
  - Undertake other duties as required
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## **KEY SELECTION CRITERIA**

### **Essential**

1. Bachelor of Social Work, Community Development Work or similar
2. Minimum 3 years' experience working with refugee communities
3. Experience in community development roles
4. Demonstrated ability to facilitate group work/training sessions in an engaging and participatory manner
5. Strong understanding of the needs of new arrivals, at both the individual and community level
6. Strong understanding of, and experience in, working from empowerment and capacity building frameworks
7. Excellent spoken and written English, including ability to write reports and policy papers or similar
8. Ability to undertake evening and weekend work (approx. once a fortnight)

### **Desirable**

9. Lived experience of migrating to Australia
  10. Fluency in a language other than English, especially Dari, Farsi or Karen
  11. Experience supervising staff
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## **CONDITIONS**

- Satisfactory Police check on commencement and as requested by Multicultural Services
  - A current working with children's check
  - A current driver's licence and access to own vehicle during work hours
  - Probation period of 3 months with the option to extend for a further 3 months
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## **BENEFITS OF WORKING WITH MULTICULTURAL SERVICES**

In addition to being part of an organisation that makes a truly positive impact on people's lives, you'll also have access to:

- Salary packaging
  - Family friendly workplace with flexible work arrangements
  - Positive workplace culture and supportive team environment
  - A richly diverse team of staff and volunteers from all around the globe
  - Community focused staff with a shared passion for improving outcomes for migrants and refugees
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